

Lindenhurst
Park District



Camp Exploration
Parent Handbook

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Lindenhurst Park District Summer Camp Parent Handbook

Welcome to summer at the Lindenhurst Park District, where memories are made! Our experienced staff are excited to meet you and your child this summer and create a friendly, fun and caring environment. We offer age appropriate activities to keep your child busy all summer long including sports, arts and crafts, science exploration, games, and special events.

Camp Exploration is offered for children in Kindergarten through 8th grade. To ensure the safety of all campers and staff, these policies and procedures have been established. Please review this handbook and feel free to contact me with any questions at 847-356-6011. It's going to be an awesome summer!

Sincerely,

Katie Kozuch, CPRP

Recreation Program Manager



Contact Information

Absences/Day-to-Day Questions

Camp Exploration cell phone:
847-812-3738 (during camp hours only)

Program Manager - Katie Kozuch:

847-356-6011 x1004
kkozuch@lindenhurstparks.org

Payments and Registration – Lori Friedl:

847-356-6011 x1000
lfriedl@lindenhurstparks.org

Important Dates & Times

Wednesday, May 24, 5:30-6:30pm

Parent Orientation and Staff Meet and Greet

Meet our staff, listen to a presentation and get all of your Camp Exploration questions answered and tour our summer camp location! Campers are welcome to stop by to meet camp counselors, see their camp rooms, and become familiar with our building.

Camp Registration

The best way to register for camp is on-line at www.lindenhurstparks.org. Visit the website and click the **Summer Camp Guide** to choose the camp sessions you want to register for. Your log-in is your email address. Registration must be received **one-week prior to the start of each session by 11:45pm!** An automatic late fee will be assessed for registrations received after the deadline (if space allows).

Weekly Camp Themes

Week 1	5/30-6/1	Fun in the Sun
Week 2	6/5-6/9	Under the Sea
Week 3	6/12-6/16	Sports Galore
Week 4	6/19-6/23	Safari Season
Week 5	6/26-7/30	Blowing Off STEAM
Week 6*	7/3-7/7 no camp 7/4	Stars & Stripes
Week 7	7/10-7/14	Carnival Crazyies
Week 8	7/17-7/21	Superhero Assemble
Week 9	7/24-7/28	Camp Olympics
Week 10	7/31-8/4	Backyard Games
Week 11	8/7-8/11	??Mystery Week??

Registration Deadlines

Each week will have a registration deadline to ensure we have enough staff, materials, and supplies.

Registration will be accepted until the maximum is met.

A \$40 late fee will be assessed for late registration.

Camp Session Dates	Registration Deadline 11:45 PM
Week 1 5/30-6/1	May 22
Week 2 6/5-6/9	May 29
Week 3 6/12-6/16	June 5
Week 4 6/19-6/23	June 12
Week 5 6/26-7/30	June 19
Week 6* 7/3-7/7	June 26
Week 7 7/10-7/14	July 3
Week 8 7/17-7/21	July 10
Week 9 7/24-7/28	July 17
Week 10 7/31-8/4	July 24
Week 11 8/7-8/11	July 31

Camp Location

Camp will primarily be held at the Community Center on Grass Lake Road. Field trips to other locations will be communicated in advance.

Thomas J. Lippert Community Center
2200 E. Grass Lake Rd.
Lindenhurst, IL 60046

Arrival and Dismissal

Each day, a parent or authorized adult must sign their child(ren) in and out. For safety, children will only be released to those listed on their emergency form. If someone other than the individuals listed on your emergency form will be picking up your child, a phone call MUST be made to the camp cell phone to notify staff. For the safety of your child, camp staff will ask for a photo ID from anyone they do not recognize as an authorized pick up person. Camp doors will not open until 7:00 AM.

Drop off and pick up

Drop off and pick up will be done at the north end of the lower parking lot. Please park in a designated parking spot and meet staff at the tent behind our building.

Inclement Weather – Drop off and Pick Up

Drop off and pick up will be done at the side gym doors in our lower parking lot near the northeast end. Park and meet camp staff at the side gym doors.

Walkers/Bike Riders

Parents and guardians who wish to have their camper walk or ride a bike to camp MUST indicate this on the Camper Emergency Form and it must be signed. Campers will not be permitted to leave camp early unless written permission has been given to the Recreation Program Manager by the parent. Campers will not be able to leave if the weather is not safe to do so.

Late Pick Up Fee

A \$10 late fee is assessed for every 10 minutes of tardiness or portion thereof. The fee will be added to your Park District account. Future attendance and/or registration will be restricted until the late pick up fee is paid.

Camp Hours

If your camper needs care before 9am or after 3pm, register for Early Bird and/or Stay and Play! Campers will continue their day of fun in a less structured environment allowing for free choice of activities.

Early Bird: 7:00am-9:00am
Camp Time: 9:00am-3:00pm
Stay & Play: 3:00pm-5:30pm

Camp Staff

Camp staff consist of a Site Director and Camp Counselors. The Site Director is responsible for the day to day operation of camp and oversight of counselors. The Site Director works closely with the Recreation Program Manager, who oversees all aspects of camp. Each Camp Counselor is assigned to a group and implements the planned activities while supervising campers.

Communication

Open communication between camp staff and parents is essential to ensure a positive camp experience for all involved. Newsletters will be available at the campsite with important information on activity plans or other camp-related details. All other camp information can be found on the website at www.lindenhurstparks.org. Specific information regarding your camper will be shared at drop off and pick up when necessary. If an urgent situation arises, you will be called during the camp day.

Coming to Camp

The following information will assist you in preparing your child for a successful camp season.

What to Wear

Most camp activities are planned outside, so plan accordingly for each day. Gym shoes are required and comfortable clothing is recommended.

What to Bring

Pack your child's backpack with the following each day:

- Sack lunch (nut free; no refrigerator available)
- Water bottle
- Snacks (nut free)
- Sunscreen
- Towel
- Hand sanitizer
- Hat/sunglasses
- Swimsuits (required for water days)
- Change of clothes

Please mark your child's name clearly on all of their belongings.

What NOT to Bring

All personal items brought from home are the responsibility of the child; staff are not responsible for any lost or stolen items. Campers may not bring the following to camp:

- iPads

- iPods
- Personal gaming devices
- Toys

Cell phones are permitted at camp, however campers will be asked to turn off the cell phone and put it in their backpack until the end of the day. Should you need to reach your child during camp hours, contact staff on the camp phone at 847-812-3738.

Camper Requirements

Campers must be the appropriate age by the first day of camp in order to participate. All campers must be toilet trained and self-sufficient in the bathroom.

Absences

Absences should be reported in advance (when possible) to the Recreation Program Manager. Contact the camp phone after 7am to report day-of absences.

Illness

If your camper is ill and not attending camp, call to report illness and absence. Notify camp staff if your child has been diagnosed with a contagious illness such as pink eye, strep throat, chicken pox, Covid-19 or any other communicable disease. If your child misses camp for any reason, we are not able to schedule a make-up day or credit the missed day of camp.

Children should be kept home if they exhibit any of the following symptoms:

- Fever of 100.4 degrees or higher
- Rash
- Diarrhea/vomiting
- Discharge from ears, eyes or nose
- Covid-19 symptoms

Campers must be kept home until they are fever and/or symptom free (without the use of fever reducing medicine) for 24 hours. If a child becomes ill at camp, the parent/guardian will be notified to pick up the child.

Medication

When at all possible, medication should be given before or after the camp day. If a child requires medication during camp hours parents/guardians must complete and sign the [Medication Dispensing Information Form](#) and [Permission to Dispense Medication & Waiver and Release of Claims](#). These forms are available at the end of this Handbook. Medication cannot be administered without BOTH forms completed and signed. Parents

must provide the Recreation Program Manager with the medication prior to the start of camp to review instructions.

Inclement Weather

Camp is an outdoor activity and is held rain or shine. Campers will remain inside the Community Center in the event of inclement weather. Park District staff monitor the weather in advance and throughout the program day. Campers will be moved indoors and activities will be modified if:

- A severe weather watch or warning has been issued by the National Weather Service; and/or
- If lightning is seen or thunder is heard; and/or
- If staff are uncomfortable with the weather at any time.

High Heat and Heat Index

Lindenhurst Park District staff consider heat and humidity when planning outdoor activities in the summer months. Activities will be modified if the actual temperature or the heat index is above 90 degrees.

Campers and staff will be reminded to:

- Postpone nonessential activities.
- Plan activities in early morning or later in the day.
- Provide shorter but more frequent rest periods.
- Use water to hydrate. Do not drink liquids that contain caffeine or large amounts of sugar.
- Avoid very cold drinks, which can cause stomach cramps.
- Drink 5-to-7 ounces of fluid every 15-to-20 minutes to rehydrate.
- Wear lightweight, light-colored, loose fitting clothing.
- Be aware of any program limitations for patrons, especially those with medical conditions.

Swimming

Campers will visit Oak Ridge Splash Pad regularly during the week (weather permitting; not on field trip days). Fieldtrip locations will include waterparks and pools. All waterpark/pool fieldtrips will include a swim test administered by the lifeguard staff of the facility we are visiting. Campers will be evaluated based on the features of the waterpark/pool and the swimming ability of the camper. If you prefer your camper to not be swim tested, please notify the Recreation Program Manager. A child who is not swim tested will have limited access to the aquatic facility such as zero depth entry areas.

Sunscreen

Parents/Guardians should apply sunscreen to their camper 30 minutes before drop off to offer the best protection from the sun. Campers are required to provide their own sunscreen at camp each day. The recommended SPF value of at least 30 is preferred. Campers will be instructed to reapply sunscreen several times throughout the day. To assist with re-application, spray sunscreen is preferred. When campers need assistance applying sunscreen, one of the following methods will be used:

- Staff will instruct the camper how and where to apply;
- A buddy system will be utilized; campers of the same age assist each other with application;
- A staff will apply spray sunscreen if it has been provided.

Snacks/Lunch

Campers get hungry! Please send a nut-free sack lunch and water bottle every day. Refrigeration is not available. Children should also bring a healthy morning and afternoon nut-free snack.

Transportation

Summer camp participants are transported on 14 passenger buses through the Lindenhurst Park District for local daily trips. All drivers are 21 years of age or older, passed a criminal background check, submitted a drivers abstract, and are provided vehicle safety training. Durham School Service provides transportation for weekly fieldtrips.

Field Trips

Field trips are once a week on Wednesdays. The field trip fee is included in the camp session fee. A Camp T-shirt must be worn on all field trip days. Campers are transported to the field trip by school bus. Spending money is optional, but campers must be responsible for their own money. Please arrive on time for camp field trip days, as we will not wait for late campers. Please provide a sack lunch on field trip days unless otherwise noted.

Code of Conduct & Behavior

It is the responsibility of the parents/guardians to discuss the Code of Conduct with their child(ren) and to reinforce the importance of appropriate behavior program at the beginning and middle of each school year.

Lindenhurst Park District Code of Conduct

- Show respect to all participants, staff and volunteers.
- Use appropriate language when communicating with participants, staff, and volunteers. Foul and obscene language will not be tolerated.
- Do not purposely cause bodily harm to participants, staff and volunteers.
- Do not communicate threats, inappropriate comments or actions that may be considered as any type of harassment, direct threats or actions that pose a threat by gesture, words or actions.
- Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
- Exhibit good sportsmanship at athletic events, whether as an active participant or spectator.
- The use, suspected use or consumption of alcohol or illegal substances on District property is prohibited (unless approved for selected events).

Camper Discipline Procedures

Inappropriate behavior displayed by participants will be addressed in one of the following ways depending on severity:

- Given a verbal warning by staff
- Be removed from the activity until the child is ready to return
- Lose a privilege
- Receive a written conduct report with an explanation of the behavior and consequences
- A phone call to parents if the behavior is severe or consistent

Lindenhurst Park District reserves the right to suspend or dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of the other campers. No refunds will be issued in a behavior-related dismissal.

WSRA

Inclusion assistance for camp is provided by Warren Special Recreation Association to residents of Lindenhurst Park District requiring a reasonable accommodation to be successful in the camp setting. When registering, parents should inform the registrar of any special accommodation necessary for their child to successfully participate in the program.

Medication Dispensing Information

This form must be completed for each program/session or when medication changes.

Participant's Name: _____ Age: _____

Address: _____

Parent's/Guardian's Name(s) _____

Daytime Phone: _____ Other Phone: _____

Program Name: _____

Doctor's Name: _____ Phone: _____

Medication Information

1. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

2. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

3. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

Other Information: _____

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

Signature of Parent or Guardian

Date

Permission to Dispense Medication &

Waiver and Release of All Claims

The Lindenhurst Park District will not dispense medication to a minor child or any Lindenhurst Park District participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

Name of Program: _____ Date(s): _____

I _____ the parent/guardian of _____
(Parent/Guardian - Print Name) (Child/Camper - Print Name)
give permission to staff of the Lindenhurst Park District to administer to my child _____.
(Name of Medication)

I understand it is my responsibility to give the medication directly to program staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

Participant Name: _____

Name of medication and complete dosing instructions:

In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Lindenhurst Park District to secure from any licensed hospital physician and/or Lindenhurst Park District medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

Waiver and Release of All Claims

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the (identify SRA/District) administering medication to my minor child, I do hereby fully release or discharge the (SRA/District), and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

Signature of Parent or Guardian Date



Child's Last Name _____ First Name _____ Male _____ Female _____
Please circle

Child's Date of Birth _____ Grade Entering In Fall _____ Age _____ Youth/Adult T-shirt size _____
Circle one

Parent/Guardian 1 _____ Parent/Guardian 1 Cell Phone _____

Parent/Guardian 2 _____ Parent/Guardian 2 Cell Phone _____

Alternate Emergency Contacts/Approved Pick-Up (other than listed parents/guardians):

- | 1. Name | Phone Number | Relationship |
|---------|--------------|--------------|
| | | |
| 2. Name | Phone Number | Relationship |
| | | |

Allergies/Special Needs: _____

Swim Level (please circle): **Beginner** **Intermediate** **Advanced**
(Zero depth/splash pad only) (Shallow water) (Deep water, slides, diving wells)

Permission & Consent:

Field Trip Permission:
My child has permission to be transported by the day camp staff in the Lindenhurst Park District bus and Durham Buses for field trips. I also authorize the Lindenhurst Park District staff to leave the camp site with my child or ward for the purpose of park visits or excursions under staff supervision.

First Aid/Emergency Transport/Medical Care Consent:
While under the care and supervision of the Lindenhurst Park District staff, I give my consent for the Lindenhurst Park District to administer First Aid to my child as needed. I give parental consent for staff members to obtain emergency medical care for my child at the nearest hospital or medical. I give permission to the Lindenhurst Park District staff to call 911 to transport my child to the nearest hospital if necessary based on staff judgement. I will be responsible for any costs incurred relating to the medical care provided.

My child has permission to walk or ride a bike home daily ___ (Check if yes)

I give permission to camp staff to assist my child in the application of sunscreen ___Yes ___No

I have read and fully understand the important information listed on this card, warning risk, assumption of risk and waiver and release of all claims. I agree that I have reviewed and will abide by the contents of the Summer Camp Parent Handbook. If registering a minor participant, I further attest that I have read the Summer Camp Parent Handbook to my minor child/ward.

Signature _____ Print Name _____ Date _____

Camp Parent Handbook Acknowledgement

Required Form

Child's Name: _____

Camp Name: _____

I, _____, parent/guardian of _____, acknowledge

that I have received the Camp Parent Handbook. I understand that it is my responsibility to read and discuss the handbook with my child(ren) and abide by the policies and procedures listed for the program.

Parent/Guardian Signature: _____

Date: _____